



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	April 03, 2013 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall Community Meeting Room
<b>FACILITATOR</b>	Coleen Swihart, Vice Chair
<b>NOTES TAKEN BY</b>	Mary Madland

#### AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Swihart
2. Changes to Agenda	Swihart
3. Approval of Minutes	Swihart
4. Manager's Report	North
5. Other Business	Swihart
6. Adjournment	Swihart

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie		Linda Henderson	
Jack Hoffbuhr			
Christine McLaughlin	X	<b>City Staff</b>	
Liz Myers		Pam North	
Pat Reisinger			
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		<b>Guests</b>	
Bryce Keicher	X	Mayor Bill Middleton	

## MEETING NOTES

### Roll Call/Introductions

The meeting was called to order at 6:37 by Vice-Chair Coleen Swihart.

### Approval of Minutes

The February minutes were approved unanimously.

### Library Manager Report

#### Sherwood Public Library – February 2013

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>32,253</u>	<u>33,283</u>	<u>-3% (21% Self-check)</u>
<u>Check in</u>	<u>22,318</u>	<u>24,601</u>	<u>-10%</u>

- New Library cards 99
- Volunteer hours 232 hours (equivalent to 1.34 FTE) / 41 volunteers

### Monthly Activities

- Twenty-four Baby, Preschool and Toddler Storytimes (553 children /364 adults = 917 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- Tax forms available to public
- 02/03 Volunteer Library Cleaning Party (15 volunteers)
- 02/03 & 02/17 Writer's Workshops for Adults (13 and 11 in attendance)
- 02/07 Teen Advisory Board Meeting (7 teens)
- 02/09 "Fit to a T" Program, sponsored by the US Bone & Joint Initiative (15 attendees)
- 02/13 Family Valentine Craftshop (28 children, 18 adults)
- 02/14 City All-Staff Meeting
- 02/18 On-Call Library Assistant I's hired – Alex Andrade & Kim Campbell
- 02/18 Library blinds repaired and new blinds ordered

- 02/20 Library Advisory Board member interviews (Pam North, Debbi Canepa & Linda Henderson – interview team)
- 02/20 Pajama Time Storytime (31 children, 21 adults)
- 02/20 Library Advisory Board Meeting
- 02/22 Library Staff Meeting
- 02/28 WCCLS Policy Group Meeting hosted by Sherwood Public Library
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Policy Group, Youth Services, Executive Board and Circulation

### **Sherwood Public Library – March 2013**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<b>33,948</b>	<b>35,073</b>	<b>-3.2% (22% Self-check)</b>
<u>Check in</u>	<b>24,946</b>	<b>25,880</b>	<b>-3.7%</b>

- New Library cards 95
- Volunteer hours 181 hours (equivalent to 1.04 FTE) / 27 volunteers

### **Monthly Activities**

- Twenty-eight Baby, Preschool and Toddler Storytimes (573 children /435 adults = 1008 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- Tax forms available to public
- A telephone and PC were installed at the Information Desk
- All public-access Internet PCs were upgraded with recent versions of software

- 03/03 & 03/17 Writer's Workshops for Adults (15 and 16 in attendance)
- 03/04 Dr. Seuss's Birthday Celebration (55 attendees)
- 03/06 Pam North attended regional Polaris presentation at Tualatin PL
- 03/07 Teen Advisory Board Meeting (9 teens)
- 03/07 Friends of the Sherwood Library Meeting
- 03/09 WCCLS Elephant & Piggie Puppet Show (48 attendees)
- 03/13 Teen Steampunk Crafts Workshop (3 attendees)
- 03/19 Homeschool Tour (13 attendees)
- 03/20 Boy Scout Tour (13 attendees)
- 03/20 Family Board Game Afternoon (9 attendees)
- 03/21 Alan Howard, author of "In Time," Reading & Signing Event (8 attendees)
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Policy Group, Youth Services, Latino Services, OLA/PLD Committee, WLA/OLA Conference Committee, Circulation and City of West Linn

### **Library Business & News**

Christine McLaughlin agreed to be Chair and Coleen Swihart has agreed to be Vice-Chair. Motion to approve made by Jack Hoffbuhr and approved unanimously.

Pajama Storytime in the evenings is a success.

Jenny and Jennifer are working to fill vacant volunteer slots.

March statistics not available yet – North will send out soon.

3% decrease in circulation – E book use is up 57% county-wide. County is working on allocating more funds for E-books.

In March we had the art display from the National Art Honor Society.

April 14-20 - National Library Week – the banners are up on Pine Street.

Monday April 15 <sup>th</sup>	Six Word Story contest winners will be announced.
Tuesday April 16 <sup>th</sup>	Guitarist in the Library from 6-8 providing background music.
Wednesday April 17 <sup>th</sup>	Read-A-Thon-all day (10-8)-15 minute increments
Thursday April 18 <sup>th</sup>	Tween Scavenger Hunt at 3:30
Friday April 19 <sup>th</sup> -	OMSI Programs-2 sessions
Saturday April 20 <sup>th</sup>	Art of the Story Festival with Patrick Ball

April 22<sup>nd</sup> Maid Marian announcement and ceremony at 6pm in fireplace area.

April 27<sup>th</sup> Friends of the Sherwood Library Book Sale at the Senior Center.  
Friends members can get in early at 9:30  
Buck a Bag after 2pm  
New Aloha Library will get leftovers from sale instead of Goodwill.

Summer Reading programs are all lined up. Will use volunteers this year to help with crowd control.

### **Other business**

Jack asked if then decreased circulation was a county-wide trend. North advised it is county-wide and nationwide. This is due in part to popularity of E-books. Libraries are not alarmed at this point.

Councilor Henderson shared that the Sherwood Library staff is small compared to other libraries in the area of the same size. We have 8.4 FTE while others of similar size have twice that number. She also noted that she learned that E-books don't have unlimited usage. So many uses are allowed and then the E-books have to be paid for again. North noted there is still a battle between publishers and libraries about what is equitable.

Pat asked if we have considered making Kindles available from the library. North advised there will be a presentation at the next Policy Group meeting. 3 libraries in the county are already circulating various E-readers and if their experience is favorable Sherwood may consider adding E-readers to the collection.

**The next Board meeting will be on Wednesday, June 19<sup>th</sup> at 6:30pm in the Library/City Hall Community Meeting Room.**

### **Adjournment**

The meeting was adjourned at 6:55 pm.

